



2025 – 2026 CCTC VA STUDENT CHECKLIST



1. Completed CCTC Admissions Application and registered for classes?

____ YES (Continue to Step 2)

Developmental 03x MAT, RWR, etc must be taken in A, Z, V format to be certified for VA educational benefits. Online or hybrid (L or H) format developmental classes cannot be certified.

____ NO (No action can be taken until admitted & enrolled in classes)

2. Applied for VA Educational Benefits?

____ YES (Continue to Step 3)

____ NO (No action can be taken until your application is complete)

Your application must be submitted to: <https://www.va.gov/> or

www.ebenefits.va.gov/ebenefits/manage/education. Once approved, the VA will mail you a Certificate of Eligibility (COE) letter. A copy must be submitted to the CCTC VA Fin Aid. For **Chap 31**: VA counselor will submit via the Tungsten system to CCTC VA Fin Aid.

3. Did you use VA Educational Benefits at another College/University/Training Program?

____ NO (Continue to Step 4)

____ YES (Submit prior transcripts to registrar) and (submit VA transfer form)

Veteran: Complete VA 22-1995, Change of Program or Place of Training form

Child/Spouse of Veteran: Complete VA 22-5495, Change of Program or Place of Training form

4. Submitted copy of Certificate of Eligibility, or printed education eligibility information from eBenefits (va.gov), or NOBE from Reserve unit, (for Chap 30, 33, 35, or 1606 scanned & emailed or brought in for a copy to be made) or VR&E counselor submitted form via Tungsten to CCTC VA Rep (for Chap 31) ?

____ YES (Continue to Step 5) Chap 35 must provide full SSN of Veteran Sponsor

____ NO (No action can be taken without COE or proof of educational benefits)

5. Student is the child of disabled/injured/wounded SC Veteran (Chap 35)?

____ NO (Continue to Step 6)

____ YES (Student may be eligible for tuition waiver) <https://scdva.sc.gov/education>

If approved submit copy of SC Dept of VA waiver letter to the CCTC VA Rep for processing.

6. Submitted the CCTC Veteran Certification Request form? Required each semester.

<https://www.cctech.edu/service-and-support/forms-library/veteran-certification-request-form/>

____ NO (No action can be taken until request is submitted)

____ YES (Welcome to CCTC & the use of your VA Educational Benefits!)

- Consider completing the FAFSA (Free Application for Federal Student Aid) for other federal financial aid.

- Review the CCTC VA Educational Benefits Frequently Asked Questions (FAQs) at;

[CCTC20VA20Educational20Benefits20Student20FAQ20sheet2C20jun2020-1.pdf \(cctech.edu\)](https://www.cctech.edu/service-and-support/forms-library/veteran-certification-request-form/)

- Review the Standards of Academic Progress at; <https://www.cctech.edu/financial-aid/military-students/veterans-affairs/va-standards-of-academic-progress/>

The CCTC VA Representative will use the above submitted information to process your certification request and submit this information to the VA for final action. Please notify the CCTC VA Representative of any changes to your schedule / enrollment or if you have questions. 803-778-7845 / pelletierwc@cctech.edu

Change Effective 9/16/2025.